

# 2 MONTHS BEFORE MOVING

## SAME COUNTRY CHECKLIST

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### ORGANIZE YOUR PAPERWORK

- Open a new folder called Relocation Folder on your computer
- Create your (paper) Moving File
- \_\_\_\_\_
- \_\_\_\_\_

### YOUR PET

- Research if there are any special requirements in the state / province you're relocating to
- Contact the airline and ask your questions (if applicable)
- Arrange the necessary vaccinations
- Arrange for your pet to be micro chipped
- Ask for a pet's passport
- Get a copy of your pet's veterinarian file
- Ask vet for tips on moving your pet
- Arrange air transport (if applicable)
- \_\_\_\_\_
- \_\_\_\_\_

### CHOOSING AND DEALING WITH YOUR MOVING COMPANY

- Decide whether you're moving your household goods – or bring nothing to your new host city and purchase everything there
- Decide what services you need from your moving company:
  - a) truck rental
  - b) hiring movers for transport only
  - c) transport and packing of a part of your belongings by movers
  - d) transport and packing of all of your belongings by movers
  - e) transport, packing and additional services by movers
- Contact your employer; see if they are paying for your relocation
- If your employer is paying for your move, read their moving policy to find out what services you are entitled to
- Decide on your budget
- Decide what date you want to move (mid-week / mid month = less expensive and less busy)
- Add any important information like quotes and receipts to your *Moving File*

- Find contact details of moving companies:
  - a) Ask friends for a recommendation, OR
  - b) Google "moving company" + your area
- Research moving companies; look at previous customers' reviews
- Contact 3 moving companies to compare prices
- Ask them to inspect your home before they prepare a quote (if they need to pack; probably not needed if they only have to transport your belongings)
- Show the moving agent EVERYTHING that you need to be moved
- Mention if anything else, something that is not in your home, will be added
- Mention what they DON'T need to move because you are selling or giving it away
- Discuss the date you want to move
- Compare the quotes you get from the moving companies:
  - a) price
  - b) services offered
  - c) conditions
  - d) insurance offered
- Choose a moving company and sign the contract
- Keep the name, phone number and email address of your contact person with the moving company in your *Moving File* and save it in your mobile phone
- Inform the moving company about changes, for instance:
  - a) additional items to be moved
  - b) items that you gave away or stored
  - c) change of moving date
- \_\_\_\_\_
- \_\_\_\_\_

**Top Tip:** If your friends help you moving, consider what you'll do in case somebody causes damage to one of your items or your home. Do your friends have insurance for such damages? Can you organize extra insurance for your moving day? Try not to let a damage ruin your friendship.

## NOTICE

- Give notice at work
- Give notice to your landlord
- Give notice to your domestic or other employees
- Inform the school that you're moving away
- \_\_\_\_\_
- \_\_\_\_\_

## HOME

- Get in contact with estate agent
- To recoup your bond: arrange for a property inspection
- Sell your house
- \_\_\_\_\_
- \_\_\_\_\_

## PLACE YOU ARE MOVING TO

- Start researching the town/community you are moving to
- Apply to a new school
- Make travel arrangements
- Arrange interim accommodation at your destination
- \_\_\_\_\_
- \_\_\_\_\_

## COLLECT IMPORTANT DOCUMENTS

- Birth Certificates
- Marriage Certificate
- Medical documentation
- Dental file
- Vaccination records
- Medical prescriptions
- Ask doctor, dentist, etc. for referrals in your new host city
- School records and other recommended documents
- Veterinarian file
- Copies of financial records
- Copies of legal records
- Insurance: call your agent and ask if you need to make any changes to your policy, or even have to get a new insurance policy
- \_\_\_\_\_
- \_\_\_\_\_

### **SORT OUT ITEMS YOU MIGHT NOT BE ABLE TO TAKE WITH YOU**

- Organize permission to take unusual items to another state / province: guns, crocodile skin handbag (endangered species), etc.
- Sell or give away plants
- Get rid of explosive, corrosive or flammable items like fireworks, matches, cleaning fluids, acids, chemistry sets, aerosol cans, ammunition, paint and thinner, etc.
- Use up or discard poisons like weed-killer, fuel in your lawn mower, etc.
- Follow the instructions given by your moving company
- \_\_\_\_\_
- \_\_\_\_\_

### **MOVING YOUR CAR OR OTHER MOTOR VEHICLES**

- Decide if you're taking or leaving your car or other motor vehicles
- If you want to take it, contact moving company
- Prepare documents
- Have your car serviced
- Follow instructions given by moving company
- \_\_\_\_\_
- \_\_\_\_\_

### **GO THROUGH YOUR BELONGINGS**

- Create a floor plan of your new home and see if all your furniture fits in
- Note which items are too bulky for the new place
- Note which items will need special packing or extra insurance coverage
- \_\_\_\_\_
- \_\_\_\_\_

## 'SHRINK' YOUR HOUSEHOLD GOODS

- Eat the food in your fridge, freezer and pantry
- Finish the wine, beer and spirits you own
- Use up cosmetic supplies, cleaning agents and other household items
- Sort out your belongings (refer to book for tips)
- Organize storage facility
- Give items away to family and friends (house plants, books, etc.)
- Organize a garage sale
- Sell things via online auction service (e.g. eBay)
- Donate clothing, books, left over food, drinks, cleaning agents, etc. to charity
- \_\_\_\_\_
- \_\_\_\_\_

**Top Tip:** Ask charity for receipts showing the items' approximate value – you might get a tax deduction

## FINANCES

- Cancel automated payments (e.g. rent, post box, levy, club memberships,)
- Settle any outstanding bills
- \_\_\_\_\_
- \_\_\_\_\_